

# MEETING AGENDA

*Thursday, March 14, 2019*

*12:00 p.m. – 2:00 p.m.*

Call to Order

Welcome and Introductions

Approval of Agenda

Approval of Minutes (*February 14, 2019*)

Report of Chair

Report of Staff

Action Items

- Open Nominations Process

Discussion Items

Old Business

New Business

Announcements

Adjournment

**Please contact the office at least 5 days in advance if you require special assistance.**

The next Nominations Committee meeting is scheduled for  
**Thursday, April 11, 2019 from 12:00 – 2:00 p.m. at the**  
Office of HIV Planning, 340 N. 12<sup>TH</sup> Street, Suite 320, Philadelphia, PA 19107  
(215) 574-6760 • FAX (215) 574-6761 • [www.hivphilly.org](http://www.hivphilly.org)



**Philadelphia HIV Integrated Planning Council  
Nominations Committee  
Meeting Minutes of  
Monday, February 14, 2019  
12:00-2:00p.m.**

Office of HIV Planning, 340 N. 12<sup>th</sup> Street, Suite 320, Philadelphia PA 19107

**Present:** Michael Cappuccilli, Sharee Heaven, Lupe Diaz

**Excused:** Juan Baez, Samuel Romero

**Absent:** Steven Zick

**Staff:** Dustin Fitzpatrick, Debbie Law, Briana Morgan

**Call to Order/Introductions:** M. Cappuccilli called the meeting to order at 12:19 p.m. Those present then introduced themselves.

**Approval of Agenda:** M. Cappuccilli presented the agenda for approval. **Motion:** S. Heaven moved, L. Diaz seconded to approve the agenda. Motion passed: All in favor.

**Approval of Minutes (January 10, 2019):** M. Cappuccilli presented the minutes for approval. **Motion:** L. Diaz moved, M. Cappuccilli seconded to approve the January 10, 2019 minutes. Motion passed: All in favor.

**Report of Co-Chair:**

None.

**Report of Staff:**

B. Morgan reported that hivphilly.org now included a quiz on acronyms, and that a short recruitment video for the HIPC had been posted on the OHP Facebook and Twitter accounts. She asked committee members to share the video, noting that the video included a link to the HIPC application. M. Cappuccilli asked if they had a lot of applications come in online. D. Law replied that she had received two online applications. M. Cappuccilli noted that he had previously had some difficulty with fillable PDF files.

**Discussion Items:**

- **Report Back on Members with Attendance Violations**

D. Law asked committee members for updates on HIPC members that they had contacted regarding their attendance. She noted that one member's absence was due to time spent in a program, and that she had no update for another member. M. Cappuccilli noted that he had contacted L. Jones and that she would be attending that day's Planning Council meeting. L. Diaz stated that she had emailed Z. Wesley and had not heard back from her. She noted that she had not yet contacted D. McBride-Wesley. The group agreed to defer

action on members in violation of the attendance policy until they reviewed applications for spring appointment.

- **Spring 2019 Open Nominations**

D. Law stated that most Planning Council members whose terms were ending had reapplied, with the exceptions of T. Dominique, G. Grannan, and J. Bradley. She noted that they had three new applicants so far, and that she had invited all three to attend the HIPC meeting. She stated that only two had replied to her email, and one person said they would be able to attend that day's meeting. She added that two of the three applicants had included their tax clearance forms. She noted that one of the applications had been completed in the late fall. M. Cappuccilli asked when they would review applications, and D. Law replied that they would review them on March 14. B. Morgan noted that OHP had set an application deadline of March 7.

D. Law asked the group how they would like to recruit new members for the spring cycle. M. Cappuccilli asked if they needed anyone from New Jersey for this round. D. Law replied that they did not have any members from New Jersey rolling off this cycle, so they did not have any gaps in that area. She noted that they did have gaps in the PA Counties, particularly since two members moved from the PA Counties to Philadelphia.

M. Cappuccilli stated that he would contact the Mazzoni Center. B. Morgan noted that they had previously contacted Mazzoni Center about recruitment, but that staffing had changed and they had not identified any HIPC applicants. M. Cappuccilli noted that he would follow up.

M. Cappuccilli asked for more information about the New Jersey HIV Planning Group (NJHPG). B. Morgan replied that they typically met on the third Thursday of the month from 10 a.m. – 1 p.m. M. Cappuccilli asked for more information about the meetings. B. Morgan replied that she would send more information, and that they were always looking for more attendees from South Jersey.

- **Social Event**

The group began discussing the social event, focusing on food first. The group decided to have catered food, allowing members to bring purchased food with them if they chose to contribute. M. Cappuccilli asked if the HIPC had ever asked members to sign up to bring food in advance. D. Law replied that they had not. The group then discussed possible caterers, including Parada Maimon or finger foods. They ultimately decided to have pizza and another main food, yet to be determined. L. Diaz asked if OHP would be able to provide non-alcoholic beverages, and D. Law agreed. The group considered trays of wraps as another food option. The group agreed that the Nominations Committee would take care of the main foods, and that they could ask anyone who wanted to bring a bought dessert. D. Law noted that she would see if OHP could provide a fruit tray in addition to the drinks.

M. Cappuccilli asked what kind of attendance they could expect at the social. D. Law replied that the HIPC meetings typically had around 30 members, but that the first social

had around 70 attendees. L. Diaz stated that she would order pizza and salad from Spring Garden Pizza. D. Law stated that she would look into getting veggie and fruit platters from Iovine Brothers. L. Diaz added that they would send around a sign-up sheet for desserts.

D. Law noted that the group would need to consider games and a schedule for the event. S. Heaven asked how they would come up with questions for the scavenger hunt that they had discussed at their last meeting. B. Morgan noted that they had talked about a tic-tac-toe format at the last meeting. S. Heaven suggested that they do a bingo board. M. Cappuccilli asked if OHP had been able to provide prizes for games in the past. S. Heaven noted that any prizes would have to be donated. S. Heaven asked if all the bingo cards would be the same. B. Morgan replied that they could use a free bingo card generators online.

D. Law asked if the group wanted to add anything to the social agenda. S. Heaven noted that they did not want the schedule to be too packed, in order to allow for more conversation. The group agreed that they would have a welcome, a “getting to know you” period, and a game. D. Law noted that they should have a recruitment table where attendees could get applications and ask questions. S. Heaven stated that an “ask me” table would be great. D. Law noted that they would want to have nametags. M. Cappuccilli stated that he was thinking about what a new person would want to learn. D. Law replied they could share information during the welcome, including facts about the local HIV epidemic. B. Morgan noted that they could do tent cards with facts on the tables. S. Heaven stated that it would be good to have brief facts that they could share with attendees. She went on to say that it would be important to share how much work was done at the Planning Council, and that they needed to share how much the voice of the Planning Council counted. M. Cappuccilli stated that they had talked at the Executive Committee about hanging more materials on the walls, such as a map of the nine counties in the EMA. S. Heaven stated that they also wanted to encourage people to ask questions more and get involved with all of the different things that were happening with their communities, including the opioid epidemic, housing needs, and more.

D. Law stated they would have an optional dessert sign-up sheet at the April meeting. M. Cappuccilli stated that they could also solicit ideas for another activity from the HIPC. He then asked how they would solicit ideas from other committees. B. Morgan noted that they would need to make sure that OHP staff knew to add this to the agendas. L. Diaz and S. Heaven agreed to act as hosts during the event.

D. Law stated that they also needed to come up with questions for their scavenger hunt bingo game. L. Diaz suggested that they develop questions at their next meeting. D. Law added that she would draft a flyer for the social based on a previous event’s template.

**Old Business:**

None.

**New Business:**

None.

**Announcements:**

None.

**Adjournment:** The meeting was adjourned by general consensus at 1:42p.m.

Respectfully submitted by,

Dustin Fitzpatrick and Briana L. Morgan, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from January 10, 2019

DRAFT